

**King County Superior Court**  
**Seattle Chief Civil Department**  
**Telephonic Chief Civil Calendar Procedures** (for SEA cases only)  
**Thursdays at 1:30 p.m.**

Until further notice, and consistent with King County Superior Court Emergency Order #18, Chief Civil Judge Regina Cahan will hold the Seattle Chief Civil calendar telephonically on **Thursdays only, at 1:30 p.m.** (This includes all matters normally scheduled for oral argument on the Chief Civil calendar such as supplemental proceedings or structured settlements). *\*This instruction does not apply to cases with KNT designation to be noted on the RJC Chief Civil Calendar.*

- Parties **are not** required to confirm their intention for telephonic appearance for noted hearings.
- If counsel/party does not timely submit working copies or call into the conference line as directed, the matter may be stricken or continued.
- Parties are strongly encouraged to utilize E-Working Copies for submission of pleadings and proposed orders. Parties in all cases may submit modified Proposed Orders to [Cahan.Court@kingcounty.gov](mailto:Cahan.Court@kingcounty.gov) should changes occur within 24 hours of a noted hearing.
- **In any case requiring notice, the moving party must give reasonable notice to all parties of the ability to participate by phone.**

Conference Line: **(206) 263-8114**  
Conference ID: **4411261**

**ON THE DATE OF YOUR HEARING**

1. **Call the conference line (206) 263-8114** a few minutes prior to 1:30 p.m. on Thursday.
2. **When prompted, dial the Conference ID: 4411261 followed by the # key.** You will be advised whether you are joining the call in-progress. If you are the first to call, you may be placed on hold. As others join you may hear a mild “beep-beep” indicating that others are on the line. Until your case is called, refrain from speaking other than with court staff or the Judicial Officer. **ALL SCHEDULED CASE PARTIES MAY BE ON THE LINE (NOT JUST FOR YOUR MATTER).** As this is an open court, parties from other cases on the calendar, witnesses, and the general public may also be on the line.
3. **After check-in, wait until your case is called.** Please mute your end while you wait to reduce background noise. When your case is called, please identify yourself each time you speak and remember this is an open telephonic courtroom.
4. **If you experience problems during the hearing, please email the bailiff at [cahan.court@kingcounty.gov](mailto:cahan.court@kingcounty.gov).**